



Commandant
United States Coast Guard

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COMDTNOTE 5305
25 JUNE 2001

CANCELLED: 31 AUG 2001

COMMANDANT NOTICE 5305

Subj: COMMANDANT'S EQUAL OPPORTUNITY COUNSELOR OF THE YEAR AWARD

Ref: (a) Coast Guard Equal Opportunity Program Manual, COMDTINST M5350.4

1. PURPOSE. This Notice solicits nominations for the Commandant's Equal Opportunity Counselor of the Year Award and updates selection criteria and nomination procedures for the award.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanders of integrated support commands/support centers, commanders of industrial support detachments and commanding officers of headquarters units shall ensure compliance with this Notice.
3. DIRECTIVES AFFECTED. None
4. BACKGROUND. The Department of Transportation's realignment of the discrimination complaint process resulted in a new emphasis on informally resolving complaints at the lowest possible level, while the complaint is still under the Coast Guard's jurisdiction.
 - a. Equal Opportunity Advisors (EOAs) and Equal Employment Opportunity (EEO) Counselors, both here referred to as EO Counselors, have an enormous responsibility in this effort. They serve as a bridge between aggrieved persons and management and attempt to resolve allegations of discrimination wherever possible. These EO Counselors are responsible for conducting inquiries into allegations of discrimination while remaining objective and impartial. They are neither advocates for management nor representatives of the complainant.

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A																										
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NON-STANDARD DISTRIBUTION:

- b. In spite of the challenging circumstances, EO Counselors are successful in resolving the majority of allegations of discrimination that are brought to their attention. Outstanding contributions to the Coast Guard's EO Counseling Program are to be recognized each year through the Commandant's EO Counselor of the Year Award. The award is presented annually for the period from 1 June through 31 May.
5. ELIGIBILITY. All military and civilian EO Counselors are eligible for this award. Please note that each Coast Guard unit may nominate two persons (one military and one civilian) for the award.
6. SELECTION CRITERIA. Selections are based on evaluation of the following five criteria:
- a. Achievement in Resolving Complaints:
 - (1) Demonstrated ability to informally resolve EO complaints.
 - (2) Ability to remain objective and neutral in the face of complex and/or conflicting information.
 - (3) Ability to remain calm in the midst of emotionally charged situations.
 - b. Personal Commitment to Equal Opportunity: Demonstrated excellence in performing all EO/Civil Rights Programs.
 - c. Communication/Facilitation:
 - (1) Demonstrated ability to communicate clearly and concisely, both orally and in writing.
 - (2) Quality and timeliness of EO Counselor written reports.
 - (3) Responsiveness to aggrieved persons and management in answering questions regarding the Coast Guard's discrimination complaint process.
 - (4) Ability to facilitate open communication between the parties involved and forge effective working relationships.
 - d. Knowledge of Procedures Governing the Complaints Process:
 - (1) Demonstrated sound working knowledge of the Coast Guard and DOT rules and regulations governing the Coast Guard's discrimination complaint process.

- (2) Demonstrated awareness of the relationship between the traditional discrimination complaint process and other administrative avenues of resolution; including Alternative Dispute Resolution (ADR).
 - e. Contribution to the Coast Guard Community: Demonstrated exemplary commitment to the success of members of Team Coast Guard above and beyond the responsibilities of an EO Counselor.
7. NOMINATION PROCEDURE. All Coast Guard units review nominations from their commands and nominate one military and one civilian counselor for the award. Nominations are forwarded through the chain of command to Commandant (G-H). Each nomination package should include:
- a. A nomination letter (no more than two pages in length) describing how the nominee excelled in each of the criteria for the given award.
 - b. An endorsement from the chain of command. All nominations must be received at Commandant (G- H) by 31 July 2001. Advance fax copies of nomination packages will be accepted.
8. RECOGNITION. Each awardee is recognized with an individual plaque and their names are added to the perpetual plaques retained at Coast Guard Headquarters, MLCLANT and MLC PAC. The Assistant Commandant for Civil Rights will present the individual plaque to each recipient. MLCs are responsible for adding the name of each recipient to the MLC perpetual plaques.

W. R. SOMERVILLE
Assistant Commandant for Civil Rights